



INSTRUCTOR NEWS

Instructor Adult Education

For information regarding the rules relating to adult education visit <http://www.in.gov/dhs/3101.htm>. You will also find the specific information for what qualifies for "adult continuing education." (Instructor Application for Recertification).

Course Registration

The Board of Firefighting Personnel Standards and Education rules require that courses are to be registered with the Office no less than 30 days in advance from the start of the course.

IMPORTANT NOTICE: All courses receive a Quality Assurance Review by the Fire Certification & Training staff. A syllabus is required to be returned within seven (7) days of the notice to the lead instructor or lead evaluator. Failure to provide the requested information in a timely manner may result in a delay of tests being mailed to the proctor.

Proctor Policies

- Test packets will be mailed to the home address (No PO Box or Fire Department addresses will be accepted).
- Valid individual email address will be required (No broad email, such as anytownvfd@anytown.com will be accepted).
- Pre-requisites must be on the student record prior to the student taking the examination (Example- *effective 10/1/13, anyone who desires to achieve FF I or higher, must be certified at the Hazardous Materials*

Awareness/Operations level PRIOR to testing).

- The Proctor shall maintain security of the tests at all times. Under NO circumstances will the Proctor hand the tests to a third party for any reason.
- Tests are to be sent back to the office within seven (7) days of the scheduled test. If testing is/or must be delayed the PROCTOR shall notify the Office within 24 hours of the original test date. Tests may be invalidated if tests are returned to the office late without notice.
- Proctor shall ensure that there is NO WRITING in any test booklet at anytime before issuing a paper test to the student. The Proctor shall review the test booklet when the student returns the test to ensure there are no marks in the test book.

Board of Firefighting Personnel Standards & Education (Fire Board)

For more information relating to the Fire Board rules, please visit <http://www.in.gov/dhs/firecertification.htm> (Indiana Administrative Code Title 655 Board of Firefighting Personnel Standards and Education).

Online Test Requests and Tutorial

Online testing applications may be completed by one of the following:

- Lead Instructor
- Instructor
- Lead Evaluator



INSTRUCTOR NEWS

- Training Officer

Applications for testing shall not be completed by a student or uninvolved party.

For a tutorial, as well as detailed instructions on accessing the registration site, please visit <http://www.in.gov/dhs/firecertification.htm> (*How to Complete the Online Fire Course & Testing Application*).

No changes will be allowed once you are within 15 days of the test date. If there are any errors, the test will be put back to initial status, and one (1) attempt will be made to the contact person listed.

For assistance at any time, email a Certification Specialist at:

- ssigler@dhs.in.gov
- rhampton@dhs.in.gov
- nelliott@dhs.in.gov

ISO Fire Rating Grading

If you are looking for information on your ISO current rating system, visit Fire Chiefs Online to download (FREE of charge) the Public Protection Classification feature: <http://www.isomitigation.com/fco/register.html>

IFSTA Committee Invitation

IFSTA is currently seeking members for one new committee that will begin their work at the 2015 IFSTA Validation Conference to be held in Oklahoma in July, 2015. The new committee will be:

- **Occupational Safety, Health, and Wellness, 4th edition**

Individuals with interest in this topic are encouraged to apply. Fill out the application at www.ifsta.org and return it to **IFSTA/FPP no later than December 15, 2014**. All applicants will be notified of the disposition of their application on or around February 15, 2015.

Fire Engineering Handbook for Firefighter I/II

As of July 1, 2014 the written exams for Mandatory Firefighter, Firefighter I and Firefighter II are validated to the Fire Engineering Handbook for Firefighter I/II 2013 Edition. The selection process began in April 2013 and involved numerous fire service members from volunteer, career and combination departments both large and small.

On December 2nd 2013 the selection committee recommended the Fire Engineering Handbook for Firefighter I/II to the Board of Firefighting Personnel Standards and Education and they voted to adopt the Fire Engineering Handbook for Firefighter I/II based on the book committee report. The written and practical skills examinations have been validated by committee and are currently in use.

This communication is to provide necessary information to ensure a smooth transition. For information relating to this program, visit <https://www.in.gov/dhs/firecertification.htm> under "*Important Fire Engineering Update*" or contact David Probo, Fire Training Section Chief at dprobo@dhs.in.gov.